

REQUEST FOR PROPOSAL (RFP)
COOKE’S HOLLOW FEASIBILITY STUDY AND PRELIMINARY DESIGN
RFP #22-51

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting proposals from qualified individuals and firms for Consulting Services to implement a feasibility study and preliminary design concepts for Cooke’s Hollow in the Town of Arlington. The purpose of this project is to plan for the revitalization of Cooke’s Hollow by identifying needed repairs and developing concept designs that improve the ecological integrity and climate resilience of the area.

For further information contact David Morgan, Environmental Planner, at 781-316-3012, or dmorgan@town.arlington.ma.us. The proposal may be viewed and downloaded from the Town website <http://www.arlingtonma.gov/purchasing>.

Proposals are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before **1:00 p.m., October 26, 2022**, at the Town Manager’s/Purchasing Office, Town Hall Annex 2nd floor, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals delivered after the appointed time and date will not be considered. Questions about the RFP may be submitted by October 18, 2022.

Five (5) copies of the proposal shall be submitted in a sealed envelope marked “RFP #22-51 Consultant/ Cooke’s Hollow Feasibility Study and Preliminary Design Concepts” and one (1) copy of the price proposal in a sealed envelope marked “RFP #22-51 Consultant/ Cooke’s Hollow Feasibility Study and Preliminary Design Concepts - Price Proposal”

The Town reserves the right to cancel any request for proposals, and to reject in whole or in part any and all proposals, when it is deemed in the best interests of the Town to do so.

Sandy Pooler
Town Manager

**REQUEST FOR PROPOSALS
TOWN OF ARLINGTON
COOKE’S HOLLOW FEASIBILITY STUDY AND PRELIMINARY DESIGN**

Responses Due: October 26, 2022, at 1:00 PM
Late Responses Will Be Rejected

Deliver Complete Responses To: Town Manager
Town Manager’s/Purchasing Dept.
Town Hall Annex 2nd floor
730 Massachusetts Avenue
Arlington, MA 02476

For Further Information Please Contact: David Morgan, 781 316-3012
Email: dmorgan@town.arlington.ma.us

RFP No. 22-51

I. OVERVIEW/ PURPOSE/ PROJECT GOALS

The Town of Arlington, acting through its Department of Planning & Community Development (hereinafter referred to as DPCD) and Conservation Commission seeks proposals from consultants for a feasibility study and preliminary design concepts for open space revitalization and climate adaptation intervention at Cooke’s Hollow at 0 Mystic Street. Cooke’s Hollow is an open space area of 0.75 acres along Mill Brook comprised of two Town owned parcels. One is owned by the Arlington Conservation Commission (63-4-5.B) and the other by the Town of Arlington (63-4-4A). The site is managed by the Conservation Commission.

Firms experienced in landscape architecture, urban planning, historic preservation, and community engagement will have the qualifications needed for a successful application. The Consultant will advance conceptual plans (including cost estimates), design and facilitate public forums, and provide a set of recommendations for potential changes to the site. The Consultant will be overseen by the Environmental Planner in the Department of Planning and Community Development and will coordinate with key Town departments and commissions (including Conservation, Recreation, Historical, Public Works), nonprofit partners (e.g., Mystic River Watershed Association), and others.

The process will include a minimum of three public forums for community input as the concept designs are developed. The forums will be held in person and made available for remote participation. The first forum will summarize existing conditions, the second will present the conceptual plan, and the third will share the results as described in the final report.

This project is funded through the Community Preservation Act. The budget for the project is \$70,000.

II. BACKGROUND INFORMATION

The Town is governed by a five-member Select Board and Representative Town Meeting. Daily management is vested in a Town Manager appointed by the Select Board. Planning and development are controlled by Massachusetts General Law, the Arlington Town Manager Act, the Town Bylaws, and the Arlington Zoning Bylaw.

At any time, there are seven Commissioners and one or more Associate Commissioners on the Conservation Commission. Commissioners are appointed by the Town Manager with the approval of the Select Board.

Cooke's Hollow is a storied, historically significant site, situated near the center of Arlington and along Mill Brook. It is a destination for passive recreation, civic functions, and appreciation of Arlington's history. In the 1970s, the National Garden Club recognized Cooke's Hollow with an award for "Community Achievement in Environmental Improvement".

Cooke's Hollow is located northeast of Arlington center and borders Cusack Terrace, a 67-unit affordable housing development owned and managed by the Arlington Housing Authority. The space borders a Community Development Block Grant eligible census tract and is an amenity available to Arlington's environmental justice populations. The neighborhood in Arlington that is most vulnerable to extreme heat is just blocks away; Cooke's Hollow serves as an important cooling area for residents.

The site also borders the Community Safety building, home to the Arlington Police Department, and is flanked on the east end by the Mystic Street bridge. Flooding from Mill Brook threatens adjacent infrastructure, and the site deteriorated from storm events.

This project addresses several critical community needs that are identified by [existing town plans](#), including the Master Plan and Open Space and Recreation Plan (OSRP). The Mill Brook Corridor Report has also detailed the needs at Cooke's Hollow. The planning process will focus on the common threads that run through these plans and reports, including minimizing harms from flooding and erosion at Mill Brook, increasing native habitat, reducing the heat island effect, and implementing landscape improvements that make Cooke's Hollow more attractive and accessible for all visitors.

III. SCOPE OF SERVICES

The Consultant will work closely with DPCD. A minimum of five project meetings are required in addition to the three public forums. The Consultant will work with staff to keep Town officials and the community well informed by assisting staff in implementing a successful community outreach program and providing content and materials for the Town's website

including but not limited to narratives, photographs, infographics, presentations, meeting notes and outcomes, and any other relevant information.

The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all-inclusive, and the Consultant will include in the proposal any tasks or alternatives and services deemed necessary to satisfactorily complete the project.

A. Plan Implementation, Costs, and Schedule

It is anticipated that the Consultant will provide and adhere to a realistic budget and timeline for collecting input, developing concept designs, and issuing the final report. The budget for the project is \$70,000.

B. Staff Role

DPCD will be closely involved, but the Consultant is expected to devote the time needed to create final design plans and participate in meetings as needed. Staff will take primary responsibility for scheduling meetings, posting notices for meetings, presenting the work to the public, preparing meeting minutes, and attending all meetings. Staff will provide any reasonably necessary baseline data and any other relevant materials needed by the Consultant.

IV. PROJECT SCHEDULE

The Town anticipates a project start after contract signing in fall 2022. Two months each are scheduled for the existing conditions assessment and conceptual plan development, each followed by a public presentation and input session. Four months will be dedicated to the final plan and public forum presentation. All work should be completed before July 2023.

The Consultant is expected to complete the project based on the anticipated schedule above. If the Consultant believes that the Project cannot meet the schedule noted above, this should be outlined in the Response.

V. DELIVERABLES

The Consultant will provide two concept designs with cost estimates for construction. One full copy of each plan shall be provided. The final version of each deliverable should be submitted in electronic and print formats. All images should be in Microsoft Office compatible format. The final concepts should be delivered via AutoCAD. Any GIS data created by the consultant and used in any maps in the final version shall also be provided. All materials will become the property of the Town of Arlington.

VI. CONSULTANT QUALIFICATIONS

At a minimum, the proposing firm/team must meet the following requirements:

1. The firm/project manager/team must have at least five (5) years of experience in developing conceptual plans for public parks.
2. Successful completion of a minimum of three (3) such projects within the last five (5) years is required, and completion of five (5) overall is desired.
3. The firm/team must have proven experience in the public sector.
4. The volume of the proposed project managers and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be capable of devoting a significant amount of time to this project to complete the work within the schedule outlined in this RFP.

VII. SELECTION CRITERIA

The Town will award the contract to the Consultant offering the most advantageous response to this RFP, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below.

1. Staffing Plan and Methodology, including the professional qualifications of all project personnel with particular attention to training, educational background, professional certification or registration, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, and highly efficient scheme for producing a complete project as outlined in the Scope of Services and Project Deliverables and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Advantageous: The plan of services proposes a credible scheme for producing a complete project as outlined in the Scope of Services and Project Deliverables and meets all the minimum applicant qualifications detailed in Section VI, "Consultant

Qualifications”.

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary for producing a complete project as outlined in the Scope of Services and Project Deliverables and meets all the minimum applicant qualifications detailed in Section VI, “Consultant Qualifications”.

Unacceptable: The plan of services does not meet all the minimum applicant qualifications detailed in Section VI, “Consultant Qualifications”.

2. Depth of experience with similar projects, and prior experience with public contracts and relevant local planning projects.

Highly Advantageous: The Consultant has at least seven (7) years of experience consulting with Massachusetts municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

Advantageous: The Consultant has at least five (5) years of experience on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of three (3) similar projects within the last five (5) years.

Not Advantageous: The Consultant has less than four (4) years of experience but more than one (1) year consulting on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

Unacceptable: The Consultant has less than four (4) years of experience consulting on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Desirability of approach to the project, as well as a demonstrated understanding of all project components and public outreach needs.

Highly Advantageous: The response contains a clear and comprehensive plan that addresses all of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

Advantageous: The response contains a clear plan that addresses most of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

Not Advantageous: The response does not contain a clear plan to address many of the details included in the Scope of Services and Project Deliverables as stated in the RFP.

Unacceptable: The response does not contain any plan to address the details included in the Scope of Services and Project Deliverables as stated in the RFP.

4. Demonstrated ability to meet project budget and project schedule.

Highly Advantageous: All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

Advantageous: One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

Not Advantageous: Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

Unacceptable: More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

VIII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit one electronic copy of the proposal marked "RFP Consultant/ Cooke's Hollow Feasibility Study and Preliminary Design Concepts Proposal" addressing the objectives, scope and schedule described in this RFP. Responses must include each of the following:

1. General description of the firm/team's experience.
2. Description, with examples, of the firm/team's experience in advancing conceptual plans. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFP.

3. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
4. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub-consultants, and resumes of all personnel to be associated with the project.
5. At least three (3) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five years (including dates).
6. Other pertinent information about the firm(s) that would aid the Town in making a selection.
7. Completed Certificate of Non-Collusion and Certificate of Tax Compliance Forms (not included in page limit).
8. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.

Additionally, a sealed submission of one (1) copy clearly marked "RFP # Consultant/ Cooke's Hollow Feasibility Study and Preliminary Design Concept - Price Proposal" with the following:

1. Completed Price Proposal Form (attached).
2. Estimated breakdown of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants).

Proposals must clearly address all submittal requirements; that is, the response should include a section addressing all of the minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

Proposals will be reviewed by Department of Planning and Community Development staff.

The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selection of a Consultant through written notice to all of the respondents.

Questions and/or comments may be submitted to David Morgan, Environmental Planner at dmorgan@town.arlington.ma.us / 781-316-3012 by October 18, 2022.

Responses to the RFP are due by 1 PM on October 26, 2022. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Sandy Pooler
Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

IX. PROJECT FUNDING

Consultants must complete the attached Price Proposal Form under separate cover. The budget for the project is \$70,000, funded through the Community Preservation Act. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown will include all costs and expenses (copying, mileage, photographs, maps, etc.) to complete the Scope of Services defined in this RFP. Also, the selected Consultant will be required to submit invoices identifying hours, expenses, and total cost by specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder.

X. REQUIRED FORMS

All required forms must be submitted with the proposal.

- A. Certificate of Non-Collusion
- B. Certificate of Tax Compliance
- C. Price Proposal Form

CERTIFICATE OF NON-COLLUSION FORM
TOWN OF ARLINGTON
Cooke's Hollow Feasibility Study and
Preliminary Design Concepts

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual Submitting Bid or Proposal

Name of Individual Submitting Bid or Proposal

Name of Business

Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

CERTIFICATE OF TAX COMPLIANCE FORM
TOWN OF ARLINGTON
Cooke's Hollow Feasibility Study and Preliminary Design Concepts

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature and Title of Individual or
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

PRICE PROPOSAL FORM

RFP #22-51

**TOWN OF ARLINGTON
Consultant Services - Cooke's Hollow
Feasibility Study and Preliminary Design
Concepts
Arlington, MA 02476**

PROPOSER:

PROJECT: Consultant Services for Cooke's Hollow Feasibility Study and

Preliminary Design Concepts

Proposed Price (in words): _____

Proposed Price (in numbers): \$ _____

Please attach estimated budget and breakdown by planning element of professional service fees, assigned project staff and hourly billing rates of staff.

Print Name

Title

Signed

Date